Process	*Data Change Report*
Process Number	*LD – 006*

Description of Process

This process identifies updated records and produces the Data Change Report.

Input to Process

Records that are indicated as changed and their corresponding unchanged records.

Output of Process

Report of records before change and after change.

Service Level Agreement Required? (if yes, provide a brief description)

No

PeopleSoft Panel Groups being Used

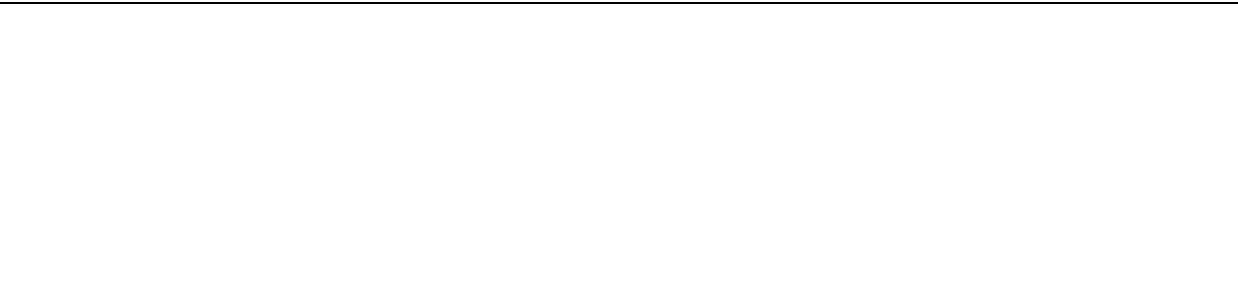| Function	Panel Group

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Control M – kicks off Data Change Report (SAR 658)	Centralized
Step 2: Select unchanged and changed records and write to report	Centralized
Step 3: Send report to designated printer for hard copy printout and INFOPAC for storage.	Centralized

Forms Used with Process (#)

None

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested